

Special Exception
Application Packet
for Board of Zoning Appeals



Department of
Municipal Development



CALENDAR 2012

CITY BOARD OF ZONING APPEALS

Department of Municipal Development

Dates: 1st Wednesday of Month
 Time: 4:30pm
 Place: City Council Chambers at 120 East Eighth Street, Anderson, Indiana 46013

FILING DEADLINE Wednesday 12:00pm	LEGAL AD & MAILINGS Ten Day Period	MEETING DATE 1 st Wednesday at 4:30pm
December 7	December 15-25	January 4, 2012
January 4	January 12-22	February 1
February 8	February 16-26	March 7
March 7	March 15-25	April 4
April 4	April 12-22	May 2
May 9	May 17-27	June 6
June 6	June 13-23	Tuesday, July 3*
July 3	July 12-22	August 1
August 8	August 15-25	September 5
September 5	September 13-23	October 3
October 10	October 18-28	November 7
November 7	November 15-25	December 5
December 5	December 13-23	January 2, 2013

* Wednesday, July 4th is a holiday



SPECIAL EXCEPTION FEES

Department of Municipal Development

- Residential: One and Two Family \$100.00
- Commercial, Industrial and Multi-Family \$200.00



BOARD OF ZONING APPEALS PROCEDURES

Department of Municipal Development

APPLICANTS ARE REQUIRED TO FOLLOW THE PROCEDURES OUTLINED BELOW TO ENSURE THE PROCESSING OF ALL APPLICATIONS.

Failure to comply with all requirements, including but not limited to notarized signatures of owners and applicants will result in the petition being RETURNED to the petitioner and WILL NOT be placed on the meeting agenda. In this case, when all completed documentation is in order, the petition can be resubmitted for the NEXT regular meeting date.

1. CONFER WITH THE ZONING DIVISION STAFF

It is helpful to discuss the proposed application with staff to ensure that proper procedures are followed.

2. SUBMIT APPLICATION AND FILING FEE

Follow and return the completed checklist with all information as required.

- a.** One (1) completed application with original signatures
- b.** One (1) copy of the recorded deed for premises affected
- c.** Completed detail drawings to include: *(For all submitted development plans, excluding single-family and two-family dwellings, the Board will require a licensed engineer, architect or surveyor to draw the development plans.)*
 - i.** Site Plan
 - ii.** Lighting Plan
 - iii.** Landscaping Plan
 - iv.** Drainage Documents
 - v.** Elevations
- d.** Filing fee
- e.** Completed checklist

3. NOTIFY PROPERTY OWNERS AND SUBMISSION OF LIST OF NOTIFIED OWNERS

Notification by the petitioner is required to the owners of all parcels of land within 300 ft. perimeter of the premises affected.

- a.** Format of letter must be similar to sample enclosed in packet
- b.** Notification must be sent certified mail (white receipts only) at least ten (10) days before the meeting, but not more than twenty (20) days. The letters **MUST** be postmarked at the post office.
- c.** A list of names of the surrounding property owners can be obtained from the Township Assessor's Office including the key number. Then proceed to the Treasurer's Office, using the computers, enter they key number and obtain the

mailing addresses of the property owners. These offices are located in the Madison County Government Center at 16 East 9th Street, Anderson, Indiana.

- d. A list of the property owner's names, mailing addresses and key numbers should be submitted to the Department of Municipal Development Staff for review prior to mailing out certified letters by the deadline dates.
- e. A list of the property owners names and address, copy of the notice sent to the property owners, the postmarked certified mail receipts and a signed affidavit must be submitted no later than ten (10) days prior to the meeting date.

4. PLACE LEGAL NOTIFICATION IN THE ANDERSON HERALD-BULLETIN

Legal advertisement is required to be submitted to the Anderson Herald-Bulletin for publication

- a. Format of legal advertisement must be similar to sample enclosed in packet.
- b. Legal advertisement must be published at least ten (10) days prior to the meeting date, but not more than twenty (20) days.
- c. Submit proof of publication to the Department of Municipal Development.

5. APPEAR AT THE PUBLIC HEARING BEFORE THE PLAN BOARD OF ZONING APPEALS

- a. Regular meeting times are 1st Wednesday of month at 4:30pm.
- b. Meeting is held in the City Council Chambers at City Hall located at 120 East Eighth Street, Anderson, Indiana. *Note: The Council Chambers is equipped with an overhead transparency projector.*



DESIGN STANDARDS *for Projects Requiring* *Board of Zoning Appeals Approval* **Department of Municipal Development**

- Concrete curbing on all parking areas for commercial, multi-family and other large developments.
- Other than wall signs, signage shall be limited to one pole sign or ground sign per commercial development. If the development has multiple businesses, then only one pole sign shall be permitted allowing for identification of all businesses within the strip development.
- A 5 ft. green barrier between all parking areas and property lines.
- All green space must be planted with grass and/or landscaping (no gravel). Trees must be of a type which grow to a reasonable size and height (not dwarf).
- Public sidewalks must be constructed to City standards and incorporated into the design, not added later.
- The leading edge of signs should be 10 ft. behind the property line.
- Drives and parking should be designed with cross-access to adjacent properties.
- On projects over \$100,000, the petitioner must submit a professional landscaping plan.
- Cell towers must consent to multi-users, not be over 180 ft. in height and submit plan of service for entire area with initial filing.
- Businesses must have their address numbers on the building large enough to be visible from the street.



SPECIAL EXCEPTION APPLICATION
Department of Municipal Development
Petition # _____ Zoning _____ ILP # _____

Applicant Information

Name(s) _____ Phone _____
Address _____
City _____ State _____ Zip _____
Email Address _____

Owner(s) Information

Name(s) _____ Phone _____
Address _____
City _____ State _____ Zip _____
Email Address _____

Property Information

Contact Person _____ Phone _____
Property Address or Range _____
Special Exception is for _____

ATTACH A COPY OF RECORDED DEED WITH CURRENT AND CORRECT LEGAL DESCRIPTION

I (We) hereby certify I (We) have the authority to make the above application and that the information to my (our) knowledge and belief is true and correct.

Signature of Applicant

Signature of Owner

Printed Name of Applicant

Printed Name of Owner

State of Indiana, County of Madison, ss:

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public Signature

Printed Name of Notary Public

My Commission Expires _____

Resident of _____ County



SPECIAL EXCEPTION CHECKLIST

Department of Municipal Development

The petitioner should place a check mark next to the items being submitted

Petitioner Staff Required Information and Documents

APPLICANT INFORMATION

_____	_____	Applicant Information (name, mailing address, phone number)
_____	_____	Owner Information (name, mailing address, phone number)
_____	_____	Contact Person Information (name and phone number)
_____	_____	Property Address of Address Range
_____	_____	Reason for Petition
_____	_____	Notarized Signature and Printed Name of Owner
_____	_____	Notarized Signature and Printed Name of Applicant

SITE PLAN INFORMATION

_____	_____	Site Plan
_____	_____	Scale on Site Plan
_____	_____	North Arrow on Site Plan
_____	_____	Lighting Plan (if necessary)
_____	_____	Landscape Plan (if necessary)
_____	_____	Signage (if necessary)
_____	_____	Elevations (if necessary)

OTHER INFORMATION

_____	_____	Recorded Deed with Current and Correct Legal Description
_____	_____	Engineer's Report (if necessary)
_____	_____	Power of Attorney Document (for all interested parties, if necessary)
_____	_____	Filing Fee

Petition Accepted By: _____

Staff Member Name *Date Received*

NOTICE OF PUBLIC HEARING

To Whom It May Concern:

Notice is hereby given that the Board of Zoning Appeals of the City of Anderson, Indiana on the _____ day of _____, 20 ____ at 4:30pm (local time) in the City Council Chambers located in City Hall at 120 East Eighth Street, Anderson, Indiana, will hold a public hearing on a proposed **Special Exception** of Zoning Ordinance #2439 and all amendments thereto of the the City of Anderson, a part of the Comprehensive Plan for the City of Anderson.

The proposed **Special Exception** is for: _____

Legal Description of Property:

This property is located at _____.

(Property Address)

Written suggestions or objections to the provisions of said proposed **Special Exception** may be filed with the Assistant City Development Director at or before such meeting and will be heard by the Board of Zoning Appeals at the time and place specified.

Interested persons desiring to present their views, pro or con, upon the proposed **Special Exception**, either in writing or verbally, will be given the opportunity to be heard at the above mentioned time and place.

This petition may be continued on the Plan Commission agenda from time to time as may be necessary.

BOARD OF ZONING APPEALS

120 East Eighth Street, Room 112 ♦ Anderson, Indiana 46016

Phone: (765) 648-6168 ♦ Fax: (765) 648-5914

Email: zoning@cityofanderson.com ♦ Website: www.cityofanderson.com

**LEGAL ADVERTISEMENT
BOARD OF ZONING APPEALS
ANDERSON, INDIANA
NOTICE OF PUBLIC HEARING**

Notice is hereby given that the City Board of Zoning Appeals of Anderson, Indiana, on the _____ day of _____, 20 _____ at 4:30pm, local time, in the City Council Chambers located in City Hall at 120 East Eighth Street, Anderson, Indiana, will hold a public hearing on the following proposed **Special Exception** in accordance with the provisions of Zoning Ordinance #2439 and all amendments thereto of the City of Anderson, Indiana, a part of the Comprehensive Plan for the City of Anderson.

The proposed **Special Exception** is for _____

Legal Description of Property:

This property is located at _____ .
(Property Address)

Written suggestions or objections to said proposed **Special Exception** may be filed with the Director of the Anderson City Plan Commission at the time and place specified. Interested persons desiring to present their views upon said proposed **Special Exception**, either in writing or verbally, will be given the opportunity to be heard at the above mentioned time and place.

ANDERSON CITY BOARD OF ZONING APPEALS
ANDERSON, INDIANA
By: Frank Owens, Director

Anderson Herald Bulletin Publish Date: _____
Insert Date to be Published

Sign Definitions



**Department of
Municipal Development**